

# **SOUTHERN ARIZONA LAW ENFORCEMENT TRAINING CENTER**



## **BASIC TRAINING STAFF AND OPERATIONS MANUALS**

Revised May 2019

## **INTRODUCTION**

The purpose of this manual is to provide the SALETC Basic Training recruits and staff members a documented guideline as to their performance expectations and responsibilities. In particular, recruits in Basic Training should be thoroughly familiar with Section 1. Text boxes and highlighted texts serve to point out critical information. These manuals are meant to be supplementary references to facilitate the efficient operation of the Basic Training programs at SALETC and are not meant to supplant any other directives or policies of AZ POST, SALETC, the City of Tucson Training Center or any SALETC User Group agency rules or procedures.

Lieutenant Jennifer Pegnato  
Basic Training Commander

**REVIEWED:** May 2019

# SOUTHERN ARIZONA LAW ENFORCEMENT TRAINING CENTER

## **BASIC TRAINING STAFF AND OPERATIONS MANUALS**

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**RECRUIT  
MANUAL**

# **SOUTHERN ARIZONA LAW ENFORCEMENT TRAINING CENTER**

## **BASIC TRAINING RECRUIT MANUAL**

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# **SOUTHERN ARIZONA LAW ENFORCEMENT TRAINING CENTER**

## **TRAINING STATEMENT**

This is the Basic Training mission statement and objectives for each basic class that attends the Southern Arizona Law Enforcement Training Center.

It is the mission of the Southern Arizona Law Enforcement Training Center (SALETC), also referred to as the "Academy," to provide fair, impartial, job-related instruction. The training provided will be demanding, as is the job of law enforcement.

The Academy staff will provide a positive, professional environment for recruits so that they may acquire needed knowledge, develop necessary physical skills and become confident in their ability to become successful peace officers. The basic training program will be emotionally, academically and physically challenging to recruits while emphasizing individual responsibility. In order to assure the best possible chance of future success, autonomy and teamwork will be stressed and required. The overall training experience will be one that emphasizes dignity, respect, integrity and discipline.

Instructors and staff shall not demean or embarrass recruits, but will hold them accountable for completion of assignments and will assure compliance with all rules, regulations, and requests.

## **OBJECTIVES**

SALETC will:

- A. Provide a positive learning environment by using methods consistent with adult learning principles.
- B. Provide each recruit the opportunity to develop the basic job knowledge, skills and attitudes required to become successful peace officers.
- C. Provide situations that require each recruit to work both as an individual and as a team member, and to demonstrate proficiency in both areas.
- D. Introduce each recruit to the law enforcement profession and a lifestyle that includes personal integrity, self-discipline, decisiveness, skill in thinking on one's own, and the ability to follow instructions.

**RECRUIT MANUAL**  
**SECTION 1.00 - DEFINITIONS**

1.00.01

**PURPOSE:** Uniformity in terms used at the Southern Arizona Law Enforcement Training Center is critical to the proper functioning of the Academy.

1.00.02

**DEFINITIONS:**

**ARS:** Arizona Revised Statute(s)

**AZ. POST (POST):** Arizona Peace Officers Standards and Training Board.

**ASSIGNMENT:** The movement of personnel within areas of sections to facilitate a specific function.

**ACADEMIC PROBATION:** Status of recruits who fail to maintain the minimum academic average as specified by the Academy commander.

A-1= Academic Probation with one exam failure; A-2= Academic Probation with two exam failures.

**ACADEMY COMMANDER:** Commissioned officer of command rank directly responsible for the Basic Training Programs and all aspects of training and administrative functions for SALETC.

**ACTING:** Serving temporarily in a position which was not originally assigned to an individual.

**ACADEMY:** Southern Arizona Law Enforcement Training Center (SALETC). The term may refer to both the programs and the physical facility (also called the Training Center).

**ATTITUDE PROBATION:** Status of recruits who display improper or poor attitude.

**CHAIN-OF-COMMAND:** The unbroken line of authority extending from the Chief-of-Police through a single subordinate at each level to the level of execution.

**CLASS COUNSELOR:** A commissioned officer assigned temporarily to the Academy for the purpose of providing supervision, guidance and counseling to a squad of recruits.

**CLASS SERGEANT/SUPERVISOR:** A commissioned officer of supervisory rank assigned to the Academy, supervising the training and development of basic training classes.

**DISMISSAL (DIS):** The involuntary termination of recruit status from the Academy.

**FUNCTIONAL SUPERVISOR:** The temporary supervision of recruits by a supervisor other than the recruits' class supervisor, i.e., an instructor.

**IMMEDIATELY:** As soon as practical or possible.

**INDUSTRIAL INJURY OR CLAIM (ICA):** Any injury, claim of injury, or physical/mental examination resulting from an employment related incident, and the documentation thereof.

**INSUBORDINATION:** The willful and deliberate refusal to obey a lawful order given to a recruit by any supervisor, instructor, or training staff member.

**LAWFUL ORDER (ORDER):** Any written or oral directive issued in the course of duty by a superior officer to any subordinate which is not in violation of any law, ordinance, rule, policy, or procedure.

**LIGHT DUTY:** Status in which a recruit is placed when there are specific duty restrictions in place due to injury, and not all duties may be performed.

**MAY:** Permissive term.

**OFF-DUTY:** That time when recruits have been released from organized training activities as mandated by the Academy.

**OFF-CAMPUS:** Not on the physical grounds of the Academy.

**ON-DUTY:** That time when recruits are engaging in organized mandated training activities under the supervision and control of an Academy staff member or instructor.

**PERSONNEL PERFORMANCE RECORD (PPR):** Documentation of performance usually completed by the recruit's counselor.

**POLICY:** A written statement dealing with the objectives and principles that guide the Academy's activities; a statement of management philosophy.

**PROCEDURE:** The official method for dealing with a given situation, a method of performing an operation, or manner of proceeding on a course of action.

**RANGE OFFICER OR RANGE MASTER:** The person controlling the actions of recruits during firearms training.

**RECRUIT OFFICER OR RECRUIT:** A person assigned to the Academy for the purpose of undergoing basic training in law enforcement.

**RESIGNATION (DOR):** The voluntary termination of recruit status from the Academy.

**REPORT:** A written communication on an appropriate form or in an approved format; a verbal account of action.

**RULE:** A prescribed guide for conduct or action; a regulation controlling conduct.

**SHALL:** Mandatory term.

**STAFF OFFICER:** A commissioned officer assigned to the Academy to facilitate law enforcement training.

**SQUAD:** The smallest functional unit of recruit officers which have a common supervisor.

**SUPERIOR OFFICER:** An officer of higher rank, or one who by assignment is in a supervisory capacity.

**SUPERVISOR:** A person assigned to supervise the work of others.

**TRAINING STAFF (STAFF):** The permanent and temporary persons assigned to the Academy.

**WILL:** Conditions permitting.



**RECRUIT MANUAL**  
**SECTION 1.01 - CHAIN OF COMMAND**

1.01.01 SALETC Administration

The Southern Arizona Law Enforcement Training Center is primarily administered under the auspices of the City of Tucson and the Tucson Police Department and receives funding from AZ POST. While User Group agencies retain their own chains of command, in general, law enforcement personnel in training and personnel permanently or temporarily assigned to SALETC will report through the Tucson Police chain of command in order to maintain continuity of instruction and discipline.

**RECRUIT CLASS CHAIN OF COMMAND**

**CHIEF OF POLICE**  
**(Tucson Police Department)**

Chief Chris Magnus

**ADMINISTRATIVE SUPPORT BUREAU COMMANDER**

Assistant Chief Eric Kazmierczak

**TRAINING DIVISION COMMANDER**

Captain Joe Puglia

**ACADEMY COMMANDER**

Lieutenant Michael Humphries

**CLASS SUPERVISORS**

Sergeant Mark Ewings  
Sergeant Rob Brandt

**CLASS STAFF OFFICERS**

Officer Jon Collamore  
Officer Angelica Ojeda  
Officer Mike Thrall  
Officer Brook Smith

**RECRUIT CLASS COUNSELORS**

Rotating Basis From Assisting Agencies

**RECRUIT MANUAL**  
**SECTION 1.02 - GENERAL RULES**

1.02.01

**PURPOSE:** The following rules and regulations are established to promote discipline and efficiency in the operation of the Academy. Recruits must be familiar with all Academy rules and regulations, as a violation of any rule or regulation is cause for disciplinary action.

All basic staff and counselors will be familiar with the recruit and counselor manuals. All documentation pertaining to discipline or performance discrepancies are related to and flow from this manual as well as Arizona POST rules.

1.02.02

**BEARING:** Recruits shall maintain a military bearing while in uniform. Staff members will at all times be addressed by their rank and last name. If the recruit does not know the staff member or guest's name, they will address them by calling them "Sir" or "Ma'am."

Staff shall be highly professional in appearance and demeanor. Appearance, demeanor and communications will be professional, maintaining a military demeanor at all times. Recruits will be addressed as Recruit, or by the recruit's last name.

1.02.03

**CHAIN-OF-COMMAND:** The chain-of-command, descending from the Chief-of-Police and ascending from the recruit officer, shall be preserved. Recruits shall not bypass their immediate supervisor. If the matter involves the immediate supervisor, then the next ranking supervisor may be contacted. Any such bypass shall require written documentation, addressed to the next ranking supervisor, clearly stating the reason for the bypass. Recruits shall not take matters directly to the Academy Commander or Class Sergeant unless specifically requested to do so.

The Academy Commander shall be the deciding authority on when to involve supervisors from the recruit's sponsoring agency.

1.02.04

**REPORTING REQUIREMENTS:** All recruits are required to notify their chain-of-command for a variety of circumstances. Notifications shall occur as soon as practical after the occurrence of a notifiable event. Such events include (but not limited to):

- A. Missing (lost or stolen) equipment or uniform items
- B. Contact with law enforcement while off duty
- C. Injuries
- D. Absence from training

1.02.05

**COOPERATION:** All recruits shall work together and strive to obtain a high degree of cooperation and teamwork. All recruits shall treat each other with respect and courtesy at all times.

Staff shall exemplify the meaning of teamwork and work cooperatively both with each other and the recruits. Recruits will be treated fairly, firmly and with respect.

1.02.06

**STANDARD OF CONDUCT:** All recruits shall conduct their private and professional lives in such a manner as to avoid discredit upon themselves, the Academy, and their sponsoring agency. While on campus, whether on duty or off duty, recruits shall conduct themselves in a businesslike manner. Discourtesy will not be tolerated.

1.02.07

**FRATERNIZATION:** Personal involvement, dating, or any display of affection with any other recruit, counselor, staff member or any guest instructor is expressly prohibited. **Personnel who socialize with a recruit cannot be expected to properly and fairly evaluate or train the recruit.** Dating and public display of affection between recruits can compromise training and affect job performance. Any violation of this rule is grounds for dismissal from the Academy.

1.02.08

**INSUBORDINATION:** The willful and deliberate refusal to obey a lawful order given to a recruit by a supervisor, instructor, or training staff member is considered insubordination. In the event a recruit believes an order is not lawful, the circumstances surrounding the incident shall be documented on a memorandum and directed to the supervisor of the person issuing the questioned order. When responding to multiple orders, the last order given shall be carried out. When a conflict in orders arises the recruit shall advise the staff member of the conflict, then abide by the staff member's decision.

1.02.09

**CRITICISM:** Recruits may publicly criticize the Academy under the following conditions:

- A. The criticism is not defamatory, disrespectful, obscene, or unlawful.
- B. The criticism does not impair the operation of the Academy by interfering with its efficiency or the maintenance of discipline.
- C. The criticism is not made with reckless disregard for the truth.
- D. Any other criticism is unacceptable and will result in disciplinary action.

1.02.10

**DISHONESTY:** All inquiries by the Academy staff as to the actions of a recruit shall be answered truthfully. Lying, falsifying, or omitting/withholding information in any manner in writing or verbally, will not be tolerated. Any substantiated incident of dishonesty, untruthfulness, or cheating by a recruit is grounds for immediate dismissal from the Academy. Cheating includes, but is not limited to, looking at another recruit's answer sheet during an exam or any other behavior that affords an unauthorized academic or proficiency skill advantage.

1.02.11

**INVESTIGATIONS:** Recruits shall cooperate fully with the Academy staff in the investigation of any allegation of misconduct brought against them, any other recruit, or any staff member.

The chain of command will be notified of any investigation initiated involving a recruit. On a case by case basis, AZ POST will also be notified as per the direction of the Academy Commander. The investigation may also be designated as a training incident that does not directly involve misconduct.

Recruits also have an affirmative duty to report any violations of rules and regulations that they witness. Reporting of the incident will be made by submitting a memorandum through the chain-of-command immediately after the incident or by the next working day if the incident occurs off duty.

#### 1.02.12

**INJURIES (SECTIONS 1.03.12 AND 1.16):** All injuries, regardless of severity, incurred during training will be reported to the Academy staff at the time of injury. Notification shall be made to the recruit's chain-of-command by means of a memorandum. The recruit is also responsible for completing all agency-specific industrial injury forms.

All ICA packages will be completed and submitted in an expeditious manner, and forwarded to the recruit's agency. Copies of the memorandum and the duty restriction form will be filed in the recruit's PPR file. No documents regarding diagnosis and/or prognosis will be maintained.

#### 1.02.13

**ILLNESSES/ABSENCES:** In cases of illness or injury, or any situation requiring an unforeseen absence from class, recruits will notify an Academy staff member at least one half hour prior to the scheduled start of that working day.

Counselors will provide emergency contact information so that recruits have the means to contact them on the above.

If a recruit has reason to be absent, and knows of this in advance, he/she shall submit a memorandum through the chain-of-command at least two days prior to the anticipated absence. The recruit must receive written approval prior to the absence.

The recruit shall be accountable for any missed training due to absence or tardiness. Recruits are cautioned, however, that the reason for any absence from training will be reviewed by the training staff and a determination made as to whether the training missed can be recovered. Extended absences or absences that cause the recruit to miss essential training which cannot be recovered may be cause for dismissal from the Academy, in accordance with AZ POST Rules.

**Medical appointments not related to industrial injuries or problems will be scheduled when the recruit is not on duty. Industrial medical appointments will be made during the recruit's regular work hours, unless other arrangements have been made by the host agency. Recruits may make follow up appointments on their day off to minimize hours lost. No overtime is authorized.**

Missed Hours (MH) will be tabulated and remediated on these incidents and maintained in the recruit's PPR file and on the class status board.

#### 1.02.14

**COMMUNICABLE DISEASE OR ILLNESS:** This refers to any disease or illness which may be transmitted between individuals by (1) bacteria, virus, or fungi; (2) direct body contact; or (3) contact with body fluids or excrement of the infected person. It does not include simple colds.

Any recruit who has knowledge that they are infected with a contagious or communicable disease shall immediately report such infection to their chain-of-command. Recruits who develop a communicable disease or illness shall present a physician's statement prior to continuation of

training. **All such reports will remain confidential.**

1.02.15

**GROOMING AND DRESS CODE:** All recruits shall abide by and follow the standards for grooming and dress as outlined in this manual.

1.02.16

**WRONGFUL USE OF EQUIPMENT:** The use of Academy, or employer property in a manner not specified is considered misuse of equipment.

1.02.17

**ENFORCEMENT ACTION OFF DUTY:** Law enforcement recruits are reminded that until graduation, they are not commissioned peace officers and have only those powers of arrest vested upon the general citizenry. Recruits are strongly discouraged from becoming involved in a situation requiring police action, unless life is endangered or in an extreme emergency.

Any incident, which is civil in nature that occurs after normal class hours shall require the recruit to submit a memorandum explaining the incident in full by the start of the next training day. Such incidents include situations in which the recruit is issued a citation, or otherwise contacted officially by a law enforcement officer.

Any incident, which involves a criminal investigation, where the recruit is a victim, witness or suspect, shall require the recruit to immediately notify their SALETC chain of command. The recruit will document their contact with law enforcement in a SALETC memo on their next work day.

1.02.18

**REPORTING OF PERSONAL STATUS:** Any change in the recruit's marital status, address or phone number shall be reported on a Change of Status form as soon as the proper information is known to the recruit.

1.02.19

**INTOXICATING BEVERAGES AND NON-PRESCRIPTION DRUGS:** The use, possession, or consumption of alcoholic beverages, spirituous liquor, or any non-prescription drug by recruits is expressly prohibited while on the Academy grounds or while attending any training activity. Any recruit reporting for duty with evidence of intoxicating beverages or non-prescription drugs in their system is subject to disciplinary action or dismissal.

1.02.20

**FIREARMS (SECTION 1.12):** No firearms or ammunition are to be carried, worn, handled, or fired by a recruit at any time unless authorized by the training staff or firearms instructor.

**No firearms or ammunition shall be permitted on the Academy grounds until permitted by the Class Sergeant. Other agencies will turn duty weapons in to a class counselor to be secured at the armory until issued to the recruit by the Firearms Staff.**

Only Agency-issued or authorized on duty firearms shall be carried.

Recruits shall not carry an "off duty" firearm during basic training.

The off duty discharge of any weapon shall be reported to the training staff immediately, with the

exception of hunting or target practice at an approved range.

#### 1.02.21

**PARKING:** Recruits shall park their personal vehicles only in those areas specifically designated for student parking. All vehicles shall be locked when unattended for any period of time.

Recruits will display the issued name placards visible on their vehicle dash when on the Academy grounds. The placard shall be removed when off the property.

#### 1.02.22

**COMMON AREAS AND ACCESS:** Recruits who are on break or gathered in a common area shall exercise proper discretion in their conversations and shall not be excessively loud. Recruits shall "make way" to allow others to pass through common areas.

#### 1.02.23

**SMOKING AND TOBACCO USE:** Smoking or using tobacco in any form by recruits is prohibited in any enclosed area or building at the Academy, or in any area designated as a non-smoking area.

While on duty, recruits may smoke or use tobacco only during breaks, and shall do so in an unobtrusive manner, with due consideration for non-smokers.

Recruits shall utilize ashtrays to extinguish smoking materials. Due to the extreme fire hazard, no smoking materials will be thrown on the floor or ground. Chewing tobacco or its residue will not be discharged on the ground.

#### 1.02.24

**CONDUCT UNBECOMING:** Any conduct, on duty or off duty, which is detrimental to the effectiveness, efficiency, reputation, public perception, or credibility of the recruit, their agency, or the Academy, is considered Conduct Unbecoming. Recruits are instructed to maintain an exemplary personal life to avoid bringing adverse criticism on themselves, their agency, or the Academy. Any breach of this code may be grounds for disciplinary action to include dismissal.

Conduct Unbecoming includes but is not limited to:

- \* Public intoxication
- \* Excessive or unreasonable use of profanity
- \* Lying
- \* Derogatory statements, written or verbal
- \* Obscene, derogatory, or defamatory gestures
- \* Fighting or disruptive behavior
- \* Unauthorized criticism of the Academy, staff, or peers

#### 1.02.25

**OFFENSIVE MATERIAL AND STATEMENTS:** Recruits shall not use obscene or profane language while on duty or on Academy grounds.

Recruits shall not reproduce, circulate, or post any material that may be considered offensive based on religion, race, ethnicity, or sex.

Recruits shall refrain from telling jokes or making statements that may be considered offensive based

on religion, race, ethnicity, or sex.

Any act that may violate any person's civil rights shall be reported through the chain of command for a complete investigation.

1.02.26

**POLICY PROHIBITING HARASSMENT:** Harassment on the basis of sex is a violation of both state and federal employment laws. SALETC will not tolerate sexual harassment of or by its employees, recruits, or agents. Such harassment demeans and offends individuals who are subject to it, creates unnecessary and unacceptable stress, decline in morale, degradation of the learning environment, and decreased work effectiveness.

As the facility is owned and operated by the City of Tucson, recruits shall conform to the Sexual Harassment Complaint Procedure specified in City of Tucson Administrative Directive 2.05-8. Violations of this policy, or failure to cooperate in an investigation of a sexual harassment complaint may be grounds for termination from the Academy. Administrative Directive 2.05-8 is attached as an addendum to this manual.

Recruit officers will be required to sign an acknowledgment form indicating review of this policy and the Administrative Code.

Staff are subject the same policies, regulations and laws as above. Such conduct by Academy Staff, permanent or temporary, shall not be tolerated.

1.02.27

**MEDIA CONTACT:** Recruits will not grant interviews to members of the media regarding their Academy training, policies, rules, regulations, expectations, or discipline procedures without prior approval from the Academy Commander. Media contact of or by a recruit under any circumstances shall be reported through the recruit's chain-of-command.

Staff will notify chain of command immediately in cases of media attention, contact or potential media involvement.

1.02.28

**DRIVING LICENSES AND VEHICLE REGISTRATION:** All recruits shall possess a valid Arizona driver's license. Any vehicle owned or regularly driven by a trainee shall have a valid Arizona registration, insurance and license plate.

1.02.29

**SUBPOENAS:** Upon the receipt of a subpoena, a recruit shall immediately forward a copy of the subpoena to the Academy staff. Any additional knowledge the recruit has regarding the subpoena shall be documented on a memorandum and attached to the subpoena copy.

1.02.30

**PRIOR EXPERIENCE:** While some recruits will come to the Academy with prior law enforcement experience, it will afford no special consideration. All recruits will begin the Academy on an equal basis, regardless of past experience. Recruits' evaluations at the Academy will depend upon their performance, conduct, and effort shown during their Academy experience.

1.02.31

**BEHAVIORAL REFERRALS:** Any recruit who displays signs of emotional instability during Academy training may be required to report to a behavioral support unit. The Tucson Police Department's Behavioral Sciences Unit is always available or the recruit's sponsoring agency may designate a similar resource. A determination will be made of the recruit's emotional ability to cope with the stress of the police profession and the recruit's ability to continue with training.

Any recruit with prior police experience, who has been involved in a traumatic incident on their previous department (e.g. fatal motor vehicle accident, police related shooting, etc.) shall be debriefed by the Behavioral Science Unit of the Tucson Police Department at the beginning of the basic training.

Staff will ensure that the above is available/offered for recruits who may need the services provided. Staff should be made aware of personal issues in the recruits' lives that interfere with their performance.

1.02.32

**ENTRY INTO ADMINISTRATIVE OFFICES:** Recruits shall not enter into the administration building or any staff office without being summoned or having a need that requires immediate attention. A counselor or other Staff member will escort recruits to the staff member's office.

It is the responsibility of each recruit to know the class syllabus at all times. The class secretary will make any notations on the class book copy of changes in class scheduling or instructors. Changes in the syllabus shall be reflected in the final copy submitted at the conclusion of each class.

1.02.33

**PERSONAL CONTACTS:** Personal contacts, occurring on duty, between recruits and persons other than Academy staff members is restricted to that approved by the Basic Training Supervisor. This includes in-person and telephone contacts.

1.02.34

**USE OF POSITION CREDENTIALS OR EQUIPMENT:** Recruits shall not use their official position or indicia of their status as law enforcement recruits for:

- A. Personal or financial gain
- B. Obtaining privileges not otherwise available to them
- C. Avoiding consequences of illegal acts

Recruits will not lend any issued equipment that is in any manner connected to their status as a law enforcement recruit to other individuals.

1.02.35

**DEPARTMENT OF CORRECTIONS INMATE WORK-CREWS:** AZ Department of Corrections (DOC) inmate work-crews will from time to time be on property conducting clean-up of facility grounds. Recruits are directed not to have any association or contact with inmates. Recruits will maintain distance from work-crews and DOC. guards. If an inmate attempts contact, SALETC Staff shall be notified immediately. All vehicles, firearms and ammunition shall be secured at all times.



**RECRUIT MANUAL**  
**SECTION 1.03 - TRAINING STANDARDS**

1.03.01

**PURPOSE:** The purpose of this section is to establish the standards necessary for a recruit to graduate from the Academy.

1.03.02

**ASSIGNMENTS AND EXAMINATIONS:** All assignments given to recruits shall be completed and submitted when required. All materials presented during Academy training are subject to testing. Examinations are comprehensive and any materials presented prior to that examination may appear on the test. All examinations and quizzes will be closed book unless otherwise instructed.

All study guides must be approved by the basic training supervisor.

1.03.03

**QUIZZES:** Quizzes shall be given at the discretion of the training staff. Quiz scores will not be used to compute test averages, but are used for directing the studies of the recruits and as assistance in studying.

1.03.04

**ACADEMIC STANDARDS:** Recruits are required to maintain a minimum of 70% in each of the instructional blocks. All recruits shall also maintain a cumulative grade average of not less than 70%. No recruit will be allowed to graduate unless his/her cumulative academic average is at least 70%. Scores achieved on remedial examinations will not be used to compute these averages.

Up to fourteen exams will be administered containing the instructional blocks previously covered. Each exam will contain several topics with each topic individually graded to meet the above, however each exam counts as one entity. If more than one topic is failed in an exam, the academic failure is only one. In general, exams will be administered on Mondays.

1.03.05

**INSTRUCTION BLOCKS:** The following categories are considered major instruction blocks:

- A. Introduction to law enforcement
- B. Law and legal matters
- C. Patrol procedures
- D. Traffic control
- E. Crime scene management
- F. Community and police relations
- G. Report writing
- H. Proficiency skills

1.03.06

**ACADEMIC PROBATION / DISMISSAL:** Any recruit who does not achieve a score of 70% or above on a block of instruction will be placed on academic probation and given a remedial examination in the area(s) failed. If the recruit does not achieve a passing score on the remedial examination, he/she will be dismissed from the Academy. **Formal written notification of academic probation will be made by the Academy Commander to the recruit and the recruit's individual agency.** If a recruit fails to achieve a passing score on any three weekly examinations, the recruit shall be dismissed from the Academy.

Example: Recruit fails exam, takes remedial and passes, he/she moves on. If remedial is failed, the recruit is Academically Dismissed. Recruit fails a second exam, same procedure as above is followed. If the recruit fails a third exam, the recruit is Academically Dismissed.

#### 1.03.07

**CONFLICTS WITH TEST QUESTIONS:** Occasionally a misunderstanding develops at the recruit level regarding test questions or answers. The following procedure will be used to resolve conflicts of this nature:

- A. The class secretary will create electronic communication, in the form of a memorandum or email, addressed to the class sergeant which details the item in question, what the recruit believes to be the correct answer, and the justification and source of this answer.
- B. The class sergeant or designated staff member will review the question and determine if the challenge is warranted. If the challenge is upheld, any affected recruit's score will be adjusted.

This is a class-involved procedure with the Class Secretary being the author of such a request. This request will be based on the number of recruits that missed the question and the argument as to the request being granted. Individual recruits may follow the above procedure if they so desire, and the same procedure shall be followed. Contested questions are due by the start of business Wednesday unless otherwise directed. The due date on this may be at the discretion of staff in cases of third-time academic failure situations.

#### 1.03.08

**NOTES:** Recruits will be encouraged to take notes during the course of training. Notebooks, organizational skills, books and other materials are subject to inspection.

#### 1.03.09

**PHYSICAL CONDITION STANDARDS (SECTION 1.14):** Recruits shall participate in the Academy's physical conditioning program which is based on standards developed by the Cooper Institute for Aerobic Research. Recruits shall also participate in physical conditioning training and testing as determined by the Police Officer Physical Aptitude Test (POPAT).

#### 1.03.10

**REQUIREMENTS:** Recruits shall be tested on the Police Officer Physical Aptitude Test (POPAT). This testing will be administered per the guidelines of AZ POST. Recruits are required by AZ POST rules to complete all five of the activities in this test and achieve a minimum score of 384 points. Failure to achieve this minimum standard will result in dismissal of the recruit from the Academy. In the case of a remedial test being necessary, the final opportunity will be provided no later than one week prior to graduation.

#### 1.03.11

**INJURIES:** Recruits who have sustained injuries or who are ill may be excused from participating in the physical training program and Force Resistance Training program until such time as a medical release is forthcoming. **Recruits on "light duty" status are not relieved of the obligation of meeting the physical conditioning standards, Force Resistance requirements, or the maximum absence limit of 32 hours as required by Arizona POST rules.**

The decision to dismiss a recruit for failure to meet the physical fitness standards or force resistance

requirements, due to injury or illness, will be made by the Academy Commander on a case by case basis taking the following criteria into consideration:

- A. Point of time in the Academy
- B. Length of time off
- C. Severity of injury
- D. Doctor's recommendations
- E. Overall performance of the recruit
- F. Ability to participate in Academy activities
- G. Ability to recoup the training missed

#### 1.03.12

**APPLIED SKILLS PROFICIENCY:** All recruits must meet the minimum standards in each of the listed applied skills areas in order to graduate:

- A. Firearms / Situational firearms
- B. Practical problems / Scenario training
- C. Drivers training
- D. Emergency medical care
- E. Search techniques
- F. Report writing
- G. Force Resistance / Baton
- H. Police Officer Physical Aptitude Test

Remedials: If a recruit does not meet the minimum standards in these areas, Academy staff will create a remedial training program for them. Failure to respond to additional training may result in dismissal from the Academy.

#### 1.03.13

**FIREARMS (SECTION 1.13):** All recruits must achieve qualification scores of at least 83 % (210 / 250 possible points) in two out of three daytime shoots and one out of two nighttime shoots during firearms qualification. SALETC will offer six hours of remedial training and the chance to qualify to any recruit who does not achieve this standard. Those recruits who still do not qualify will have one opportunity per week to qualify. The final date to attempt to qualify will be the prior to the administration of nighttime qualifications. It will be the responsibility of the recruit's sponsoring agency to offer and supply any remedial training. Failure to achieve minimum qualification scores after remedial training will result in dismissal from the Academy.

The recruit will be notified in writing when problems arise. This deficiency notice shall serve to apprise the trainee of the problem area and what course of action will be taken to rectify it.

#### 1.03.14

**PRACTICAL EXERCISES:** Recruits are placed in a variety of scenarios that are meant to expose the recruit to actual situations they will encounter. Recruits will be evaluated on their performance in response to these practical problems based upon their training using standard evaluation forms. Final ratings will be either:

- A. **Pass:** Successful conclusion of a required number of scenarios as determined by the staff.

- B Failure / Not Responding to Training:** The recruit has not successfully concluded the required number of scenarios and is not responding to remedial instruction or shows an inability to cope with high stress situations.

Remedial instruction will be offered to recruits experiencing difficulty. Recruits must successfully demonstrate competency in these exercises to graduate from the Academy.

1.03.15

**DRIVERS TRAINING:** Recruits are required to demonstrate the ability to adapt their driving skills to the demands of law enforcement work. Recruits must successfully complete driver's training to graduate from the Academy.

1.03.16

**EMERGENCY MEDICAL CARE:** Recruits are given instruction in first responder medical techniques and Cardio-Pulmonary Resuscitation (CPR). Written examinations are given on the material covered. The recruit must achieve the passing scores on these tests as determined by AZ POST and the American Heart Association. Recruits requiring a CPR card are required to pay a fee.

1.03.17

**SEARCH TECHNIQUES:** Each recruit will demonstrate the ability to safely and effectively conduct a search of both persons and premises. Recruits who experience difficulty will be given remedial instruction. Recruits must demonstrate proficiency in proper search techniques to graduate from the Academy.

1.03.18

**REPORT WRITING:** Recruits shall demonstrate a mastery of the mechanics of report writing. This is a critical area in law enforcement that requires competency. Reports shall be reviewed for accuracy and completeness, as well as proper use of grammar and neatness. The reports will then be returned to the recruit with any errors noted. Any deficiencies in this area will be reviewed by the Academy staff for disposition, including possible disciplinary action.

1.03.19

**FORCE RESISTANCE TRAINING (SECTION 1.15):** Recruits shall demonstrate the ability to execute the skills and techniques necessary to control, restrain, and subdue suspects. Recruits will be required to demonstrate proficiency in static and dynamic training exercises prior to graduation.

1.03.20

**REMEDIAL TRAINING:** In the event a recruit is unable to meet minimum standards in any of the skill areas listed below, they will be provided with a Record of Proficiency Skills Deficiency letter.

**The letter will describe the deficiency that has been observed and will give additional information regarding any remedial training that is to be provided. A copy of this letter will also be sent to the recruit's agency. Recruits are not required by the Academy to participate in remedial training and are not authorized overtime by the Academy.**

- A. Firearms/Situational firearms
- B. Practical problems/Scenario training
- C. Drivers training
- D. Emergency medical care
- E. Search techniques

- F. Report writing
- G. Force Resistance Training
- H. Police Officer Physical Aptitude Test (POPAT)

## **RECRUIT MANUAL**

### **SECTION 1.04 - CLASSROOM CONDUCT**

#### 1.04.01

**PURPOSE:** The purpose of this section is to establish guidelines for recruit conduct in the classroom and other instructional settings.

#### 1.04.02

**ATTENDANCE:** Daily instruction will commence at such time as directed by the training staff. Training staff may modify these requirements as appropriate.

Recruits are expected to attend every class. Unexcused absences will result in disciplinary action that may result in dismissal from the Academy.

Recruits shall never enter or leave the Academy grounds without the prior approval of the Academy staff.

In accordance with AZ POST Rule 13-4-116 D9, no recruit will be allowed to graduate from the Academy who has been absent more than thirty-two (32) hours from the basic peace officer course offered by SALETC. Absence is defined as either a physical non-appearance or the inability to participate in a class as instructed. If a recruit cannot participate in a class as instructed and an acceptable alternative exists within the lesson plan, the recruit will be accommodated so that training time is not missed.

**A recruit who misses more than thirty (30) minutes of a class or is unable to participate directly in a class for this amount of time, time missed will be docked. Absences will be tracked in increments of time missed.**

Pursuant to AZ POST Rule 13-4-116 D8, recruits must receive remedial training prior to graduation on any material that they have missed. This will be accomplished by obtaining any handout material, lecture notes from peers and coordination with the recruit's counselor and training staff.

#### 1.04.03

**PUNCTUALITY:** All recruits are expected to be punctual to all Academy functions, including classroom instruction. During class breaks, recruits are expected to exercise proper time management practices so as to insure that they will be in the classroom when the break is over, ready to resume instruction.

#### 1.04.04

**ATTENTIVENESS:** Recruits shall be attentive in class. If necessary, recruits are permitted to stand in the rear of the classroom in order to remain attentive.

#### 1.04.05

**DEMEANOR:** Recruits shall display the utmost respect for all instructors, commissioned and non-commissioned.

- A. When an Academy staff member or instructor enters a room, a recruit shall call the class to attention by stating, "staff on deck." Recruits will immediately assume a position of attention until direction is given to take their seats. This protocol does not apply whenever a staff member or instructor is already present in the classroom.
- B. A recruit designated by the class shall be responsible for meeting with the instructor prior to the start of class and ascertaining the need for any equipment or assistance.

- C. When a recruit wishes to ask a question, the recruit shall raise their hand and wait to be acknowledged. Upon being acknowledged, the recruit shall rise to a standing position and state, "Sir (or Ma'am), Recruit (name)." The recruit may then proceed with their question and be seated.
- D. When a break in instruction occurs or the class is finished, all recruits shall rise to a position of attention until instructed further.

1.04.06

**EATING, DRINKING AND CHEWING GUM:** Eating or chewing gum is not permitted in the classroom. Recruits are encouraged to drink fluids throughout the day. Water in a spill proof container is allowed in the classroom. Any deviation from this rule shall only come from the Class Sergeant.

1.04.07

**SMOKING:** Smoking or using tobacco in any form in the classroom is strictly prohibited.

1.04.08

**CLEANLINESS:** Classrooms are to be kept neat and orderly. Recruits are responsible for the cleaning of the classroom at the end of the day.

1.04.09

**CARE OF EQUIPMENT AND MATERIALS:** All equipment and materials issued by the Academy and entrusted to the recruit are to be kept properly maintained. Recruits are responsible for making sure all of their equipment is properly stored in a secure location (a vehicle is not a secure location). All equipment stored in the locker room shall be secured in their assigned locker. All lockers shall be locked and no equipment shall be stored on top of the lockers.

Recruits are responsible for promptly notifying academy staff of any missing or stolen equipment or uniform items.

1.04.10

**PERSONAL ITEMS:** Personal items, such as watches, rings, money, wallets, etc. shall not be left in the classroom. All such items are to be properly secured.

No electronic devices are permitted in the classroom, locker room or other Academy areas without prior approval from the basic training supervisor. This includes cell phones, tablets, recording devices, laptops, cameras, etc. Recruits are to refrain from using electronic devices during work hours without prior approval from the basic training supervisor.

**RECRUIT MANUAL**  
**SECTION 1.05 - ATTITUDE**

1.05.01

**PURPOSE:** The profession of law enforcement requires a proper understanding of inter-personal skills and relationships. The development of a positive attitude by the recruit is essential to his/her success. **While attitude standards by their very nature tend to be subjective, the Academy staff will document observations of the recruit's attitude using objective criteria.**

1.05.02

**AREAS OF ATTITUDE JUDGEMENTS:** Certain areas can be observed and judgements made concerning a recruit's attitude. These areas include, but are not limited to:

- A. Punctuality
- B. Classroom conduct and demeanor
- C. Relationships with peers
- D. Relationships with superiors
- E. Motivation
- F. Ability to follow instruction
- G. Teamwork
- H. Appearance
- I. Reaction to stress
- J. Quality of assignments

1.05.03

**PROBATION:** Recruits who display an improper attitude will be counseled and a notation made in their Personnel Performance Record (PPR). Failure to improve will result in the recruit being placed on attitude probation status by the Academy Commander. The recruit's individual agency will be notified. The recruit will remain on probation until noticeable improvement is made.

1.05.04

**DISMISSAL:** Recruits who continue to demonstrate a significant attitude problem after being placed on probation are subject to dismissal from the Academy.



**RECRUIT MANUAL**  
**SECTION 1.06 - RECRUIT EVALUATIONS**

1.06.01

**PURPOSE:** The purpose of this section is to familiarize the recruit with the evaluation process used at the Academy.

1.06.02

**FREQUENCY OF EVALUATION:** The recruit will be evaluated throughout the Academy and written documentation kept on varying aspects of their performance.

1.06.03

**FORMAL EVALUATIONS:** A formal evaluation is prepared upon conclusion of the training program. The evaluation is prepared by the recruit's counselor, and reviewed by the Academy's chain-of-command.

1.06.04

**AREAS OF EVALUATION:** Recruits will be evaluated in the following areas:

- A. Judgement / maturity
- B. Responsibility
- C. Safety practices
- D. Interpersonal skills
- E. Attitude
- F. Oral communication
- G. Written communication
- H. Academics
- I. Proficiency skills
- J. Initiative
- K. Assertiveness
- L. Personal appearance

1.06.05

**PERSONAL PERFORMANCE RECORD (PPR):** The recruit's counselor maintains a Personal Performance Record on each recruit. Entries are made on a regular basis. Recruits may review their PPR file by appointment with the counselor. Counselors will review PPR files with their recruits weekly (with the exception of the firearms/driving weeks).

Staff may also prepare a Staff PPR entry based on a recruit's performance incident/issue. This entry shall document major counseling sessions performed by Staff, documenting problem and solutions to the behavior or training issue.

1.06.06

**SIGNING OF PPR:** Recruits are required to sign and date their PPR file when reviewed. Signing of the file does not indicate concurrence; it is an acknowledgment that the recruit has reviewed the file. A recruit may prepare a written response on a memorandum when there is any disagreement with a PPR entry.

Staff will review PPR entries to ensure quality.

1.06.07

**TRANSCRIPTS:** Following graduation a summary transcript will be forwarded to sponsoring agencies

documenting individual recruit performance.

The entire PPR package will also be prepared and forwarded to the recruit's agency.

**RECRUIT MANUAL**  
**SECTION 1.07 - RESIGNATIONS AND DISMISSALS**

1.07.01

**PURPOSE:** The purpose of this section is to establish procedures and mechanisms for recruit resignation procedures and to advise recruits of their obligations upon being dismissed from the Academy.

1.07.02

**FORMAT:** Recruits who choose to resign from the Academy shall follow the prescribed procedure:

- A. The recruit shall notify a class counselor of the decision to resign.
- B. The recruit will prepare a memorandum which details the desire to resign, the reason for the resignation, and the effective time and date of the resignation.
- C. The Class Officer and/or Sergeant will interview the recruit.

Resignations are referred to as DOR (Dropped on Request). An exit interview will be conducted by the Class Officer and/or Class Sergeant with all recruits that DOR. The Basic Training Administrative Assistant will also be notified for AZ POST reporting purposes. This same procedure will also be followed for recruits dismissed based on academics or other reason.

1.07.03

**NOTIFICATION:** The recruit's sponsoring agency will be notified by the Academy staff and the recruit will be directed to his/her sponsoring agency for final action.

1.07.04

**RETURN OF ISSUED EQUIPMENT:** Recruits who discontinue training at the Academy for any reason are responsible for returning all issued equipment. Failure to return issued equipment will result in the recruit becoming personally liable for the equipment and may result in criminal proceedings.

SALETC-issued equipment will be returned to SALETC. The recruit will be advised to report to his/her agency representative with all their agency issued equipment.

1.07.05

**ABSENT WITHOUT LEAVE:** Recruits who leave the Academy grounds without permission or do not arrive at their assigned station are considered absent without leave and are subject to dismissal.

1.07.06

**DUE CONSIDERATION:** Recruits who intend to resign should give careful consideration to their actions. Once a recruit leaves, reinstatement may not be possible.

1.07.07

**EXIT INTERVIEWS:** Recruits who resign or are graduating from the Academy shall be given an exit interview by Academy staff.

1.07.08

**DISMISSAL INTERVIEW:** Recruits being dismissed will be interviewed by a member of the Academy chain-of-command prior to a final decision being rendered. The interview is designed to advise a recruit of the dismissal and the reasons for the action. The recruit will have an opportunity to refute any allegations bearing on their honesty or integrity. Dismissal interviews may be recorded to provide an accurate record of the proceedings.

**RECRUIT MANUAL**  
**SECTION 1.08 - UNIFORM PREPARATION**

1.08.01

**PURPOSE:** The purpose of this section is to insure proper care and maintenance of issued uniforms and equipment.

1.08.02

**UNIFORM REQUIREMENTS:** All recruits are required to wear one of the three uniforms described below while attending training sessions of the Academy. The class sergeant will determine the uniform of the day. Descriptions of the uniforms are as follows:

1.08.03

**CLASS A:**

- \* Agency short or long sleeve uniform shirt as designated by the class sergeant
- \* Agency pants
- \* Departmental belt
- \* Agency authorized uniform shoe
- \* High neck black or white undershirt with no markings
- \* Gun belt (when required)
- \* Brassiere (female)
- \* Dark blue or black socks (white socks may be worn if they are not visible)
- \* Two black pens
- \* Recruit identification tag
- \* Hat – Recruit “baseball” cap.

**NOTE:** During the first weeks of training, the uniform will consist of proper business attire. This will consist of a white dress shirt, black slacks and black tie for the males. No tie is required for females. This uniform will be classified as the **Class D** uniform.

1.08.04

**CLASS B:**

- \* Authorized PT shirt with name stenciled on front and back
- \* Navy blue BDU cargo pant
- \* Agency-issued belt
- \* Solid white socks
- \* Athletic shoes (shoelaces shall be black, white or gray in color)
- \* Gun belt (when required)
- \* Hat – Recruit “baseball” cap.

1.08.05

**CLASS C:**

- \* Authorized PT shirt with name stenciled on front and back
- \* Authorized PT shorts
- \* Solid white socks
- \* Athletic shoes

1.08.06

**SWEATSHIRTS / SWEATPANTS / JACKETS:** Authorized gray sweat suits may be worn upon the discretion of the class sergeant. All class members will wear sweatshirts, sweatpants or agency jackets if

authorized.

1.08.07

**JEWELRY:** The only jewelry allowed in uniform is a watch, religious medallions (if not visible), and a flat wedding band. These are not allowed as part of the PT uniform except for the religious medallions which may be worn if they are taped to the chest. Earrings, bracelets (other than medical ID), necklaces, chokers and broaches are prohibited for safety reasons.

1.08.08

**PURPOSE OF UNIFORMS:**

CLASS A - Most Academy training

CLASS B - Most practical exercises

CLASS C - Physical training / Force Resistance Training

CLASS D - Beginning phase of the Academy

1.08.09

**EQUIPMENT:** Recruits are required to have the "A," "B," "C" and "D" uniforms, leather gear, flashlight, and appropriate tests and study materials available to them at all times.

1.08.10

**WEARING OF UNIFORM OFF CAMPUS:** When en route to and from the Academy, recruits will refrain from hanging their uniforms in their vehicles where it is visible to others. Uniforms will not be worn while off-duty unless authorized by Class Sergeant for attendance at community project events.

1.08.11

**SUNGLASSES:** Brightly colored, mirrored, or designer sunglasses will not be worn with any uniform. Sunglasses will not be worn during formations. Eyeglass retention straps are prohibited.

**RECRUIT MANUAL**  
**SECTION 1.09 - GROOMING AND APPEARANCE**

1.09.01

**PURPOSE:** This section provides standards for grooming and dress expected of Academy recruits. All recruits shall familiarize themselves with these standards and abide by them.

Staff shall present a professional appearance at all times.

1.09.02

**PERSONAL HYGIENE:** Recruits shall maintain the highest standards of personal hygiene. Personal cleanliness and good grooming are essential for the professional officer.

1.09.03

**GUIDELINES FOR MALE RECRUITS:**

- A. Hair may be worn in contemporary styles, but no longer than the top of the shirt collar at the back of the neck and no lower than the top of the ear at the sides, when the recruit is in a standing position with the head in a normal posture. These limitations on length apply to hair that is combed straight.

Natural or curly hairstyles shall extend no more than one and one half inches from the scalp.

In no event will the length of the hair or style of the hairdo preclude the proper wearing of a hat, gas mask or helmet.

Hair shall at all times be neatly trimmed, clean and combed. Hairstyles not conducive to uniformity, multi-colored dyes applied to the hair, ponytails, or braids are prohibited.

- B. Sideburns will not extend below the mid-ear.
- C. Mustaches may be worn by recruits who, at the time of orientation, have a fully-grown mustache. Recruits who do not have fully grown mustaches at the time of orientation shall not grow a mustache while assigned to the Academy. Only mustaches of natural color may be worn and shall not extend below the corner of the mouth. Hair from the mustache shall not hang below the upper lip. **Beards of any sort or length are not allowed.**

1.09.04

**GUIDELINES FOR FEMALE RECRUITS:** The grooming regulations that apply to male officers also apply to females, with the following additions:

- A. Female recruits, who wish to keep a long hairstyle, while in uniform, shall arrange their hair in such a manner as to conform to the above regulations. **Wearing loose braids, ponytails, and other similar styles will not be permitted.**
- B. The use of facial makeup will be conservative. Excessive use of lipstick, rouge, foundation, mascara, eyebrow pencil, and eye shadow is not acceptable. Fingernails will not extend beyond the tips of the fingers and will not be darkly or flashily colored.

Fingernail jewelry and multicolored nails are prohibited.

1.09.05

**IDENTIFICATION CARD:** Each recruit will be issued a Recruit Identification Card. This identification card shall be worn at all times when in the Class A uniform and may be required with other uniforms as directed by Staff. Loss of or damage to the identification card shall be immediately reported to the chain-of-command.

1.09.06

**OFF-DUTY ATTIRE:** During such times as recruits are on the Academy grounds while not on-duty, their attire shall consist of reasonable and conventional attire, clean and in good repair.

1.09.07

**UNIFORMS:** Recruit uniforms shall be worn at all times while on the Academy grounds except as otherwise directed by the training staff. Uniforms shall be clean, pressed, and fit properly. The leather shall be highly shined and the brass shall be polished. Only those items issued by the recruit's sponsoring agency or authorized by a member of the training staff will be worn. Military creases in shirts may be sewn in. The following information outlines the appropriate uniform and equipment requirements:

**IDENTIFICATION CARD** – Shall be clipped to point at bottom of pocket flap, under button of the left breast pocket.

**TIE LENGTH** – Bottom tip of tie approximately 1” to 2” from the top of the belt.

**TIE CLASP** – Shall be even with the bottom of the uniform pocket flap.

**BELT BUCKLE/GIG LINE** – Buckle edge lines up exactly with shirt edge and pant zipper edge to form a straight line as illustrated. Buckle should be polished to a mirror shine.

**BELT TIP** (optional) – The brass tip is flush with Buckle edge.

**UNIFORM GUNBELT** – To be worn over uniform belt, held in place by keepers only - no other accessories to be worn on belt until authorized. Keepers will be worn with the snapped end up.

**MILITARY CREASES (Front)** – Must pass through the buttons on the shirt pockets; in line with the buttoned-edge of the shirt; halfway between side shirt seam (under arm) & buttoned-edge of the shirt front.

**MILITARY CREASES (Back)** – 3 creases; center crease halfway between each shirt seam (under arm); each outer crease halfway between center crease and shirt seam.

### **GUNBELT AND ACCESSORIES**

All leather items should be highly polished. Keepers may be used as needed. Brass or metal will also be highly polished. The following items are to be worn on the Sam Brown or web gear belt:

- \*O.C. holder
- \*Baton ring/Holder
- \*Handcuff case/Handcuffs
- \*Holster
- \*Magazine pouch/Speedloader
- \*Keepers

\*No other accessories are authorized

**UNIFORM BOOTS** – Recruits are responsible for keeping their uniform boots clean and shined at all times. Polishing shall be done by the recruit themselves.



## **RECRUIT MANUAL**

### **SECTION 1.10 - CLASS OFFICERS**

#### 1.10.01

**PURPOSE:** The class will elect class officers at the beginning of the Academy with the exception of the Recruit Class President. Academy Staff will select the Recruit Class President. Following is a list of the duties and responsibilities of the class officers. The class officers may request a meeting with the class sergeant or other staff member by submitting a memorandum through their chain-of-command.

Staff shall approve this process. In the event of conflicts with the priority issue of training of each recruit, the recruit may be replaced. Staff reserves the right to change class officer assignments to enhance the class mission.

#### 1.10.02

**RECRUIT CLASS PRESIDENT:** As recruit class president, an individual will schedule, organize, and conduct all class meetings. It is the option of the president to invite members of the training staff to any meetings.

It will be the president's responsibility to approach the training staff with perceived/received class-related complaints or problems.

The class president is responsible for notification to the class sergeant, in advance, of all class meetings.

#### 1.10.03

**CLASS VICE-PRESIDENT:** The vice president, coordinating with the president, will appoint and organize committees as needed. These committees can assist in class-related projects, e.g.. the class plaque, class T-shirt, class special projects, etc.

#### 1.10.04

**SECRETARY:** The secretary shall maintain accurate minutes of all meetings. The minutes shall be neatly recorded and turned in to the class sergeant for review within 72 hours of the meeting. The secretary will retain a copy of the minutes to be filed as part of the class permanent record. The minutes will contain all pertinent information such as class problems and solutions, votes taken, and the names of those serving on committees or chosen for other class functions.

#### 1.10.05

**CLASS TREASURER:** The class treasurer shall have the responsibility of collecting money, issuing receipts for all monies received, and depositing all collected money into a checking account. From this account the treasurer shall pay all debts. These payments must be made by check, or when this option is not available, a receipt for goods or services must be obtained by the treasurer for reimbursement. **All receipts must be saved and turned into the class sergeant by graduation.**

The class treasurer shall also maintain a ledger of all financial transactions. This ledger shall include a balance sheet and should be zeroed out and turned in by graduation to the class sergeant. The class financial records should be kept up to date and ready for inspection by the class sergeant at any time during the Academy. All debts shall be cleared and the checking account closed by graduation day. Any past due accounts or checks returned for insufficient funds shall become the personal responsibility of the class treasurer, after the class has graduated.

1.10.06

**CLASS SOCIAL CHAIRPERSON:** The social chairperson will, coordinating through the vice president, select class members to assist in preparing for the class graduation party and other social activities approved by the training staff. Social activities are not mandatory.

The chairperson and the appointed assistants will be responsible for the following, if the class elects to hold a party:

- \* Location of facilities
- \* Determination of types of food
- \* Selection of music (live or recorded)
- \* Choice of decoration
- \* Design and ordering of invitations
- \* Set-up of facilities

Coordination between the social chairperson and the treasurer will be vital.

## **RECRUIT MANUAL**

### **SECTION 1.11 - CLASS DRILL/CEREMONY**

#### **1.11.01**

**CLASS GUIDE - GUIDON:** The guidon is the class identification flag. It is present at all class formations. The ferrule or staff is the pole to which the guidon is attached. The guide or guidon bearer is the class member selected to carry the guidon.

**GENERAL INFORMATION:** The guide is the ranking cadet for drill purposes and shall assume responsibility for class formations and movements in the absence of the class supervisor.

The guide shall be positioned to the right of and aligned on the first squad leader, facing forward, when the class is in line formation. When the squad prepares to move in column formation, the guide upon receiving orders to "Post" shall move to a position to the front of the right leader and one step ahead of the formation.

To execute facing movements with the guidon, raise the ferrule one inch off the ground by bending the right elbow slightly. This is done at the preparatory command. The staff remains vertical as the movement is completed. After executing the movement, automatically lower the ferrule to the order position.

#### **GUIDON MOVEMENTS**

**ORDER GUIDON:** At the position of attention, the ferrule is on the ground, touching the outside of the right foot, opposite the ball of the foot. The right arm is extended downward and holds the staff in the [U] formed by the extended fingers and thumb. The right arm and hand are to be kept behind the staff. Rest the staff against the hollow of the shoulder.

**REST POSITION:** On the preparatory command of "Parade...", slide the right hand up the staff until the forearm is horizontal and grasp the staff. On the command of execution, "Rest", thrust the staff forward until the arm is fully extended. Sharply move the left foot 10" to the left of the right foot and place the left palm in the small of the back in conjunction to the staff movement above.

The movements for "Stand" or "At Ease" are identical except the eyes may be turned towards the commander.

**CARRY GUIDON:** On the preparatory command for marching movements, execute carry guidon from order guidon by grasping the staff with the right hand and raise it 6" off the ground. At the same time reach across the body (forearm horizontal) and grasp the staff with the left hand. The left hand holds the ferrule while sliding the right hand downward 6" and regrasp the staff. On the command of execution, "March", return the left hand smartly to the side as you step off.

To resume order guidon from the carry guidon position, at the "Halt" command, let the staff slide through the right hand until the ferrule touches the ground.

When double-timing, carry the guidon diagonally across the body from right to left.

**PRESENT GUIDON:** On the preparatory command of "Present", raise the guidon with your right hand while reaching across and grasping the staff with your left hand. Continue to raise the

staff until your right hand is shoulder high. On the command of execution, “Arms”, lower the guidon to the front with both hands. Keep the right forearm under the staff and palm up. As soon as the staff is horizontal and resting against the armpit, return the left hand smartly to the left side.

On the preparatory command of “Order”, grasp the horizontal staff with the left hand and lift it vertically to the position of raise guidon described in the previous paragraph. On the command of execution of “Arms”, lower the guidon to the order position and smartly move the left hand back to the position of attention.

### 1.11.02 CLASS MOVEMENT AND DRILL

#### DEFINITIONS:

**RANK:** A line that is only one element in depth.

**FILE:** A column that has a front of only one element.

**COVER:** Aligning yourself directly behind the person to your immediate front while maintaining the correct distance of 30” (approximately one arm’s length).

**FLANK:** The right or left side of any formation as sensed by an element of that formation.

**CADENCE:** The uniform rhythm in which a movement is executed, staying in step.

Drill movements are executed at QUICK TIME of 120, 30” steps per minute.

Running is executed at double time of 180, 30" steps per minute.

All movements are executed from the position of attention with crisp execution.

### 1.11.03

#### STATIONARY MOVEMENTS BY COMMAND

Most movements by command are preceded by a preparatory command. That is, there will be a preparatory command then a command of execution (e.g. “Parade, Rest”). Members in formation shall not execute the command until the command of execution is given.

**ATTENTION:** Bring the heels together with toes pointing out equally at an angle of 45 degrees. Keep the body erect with the hips level, chest lifted and arched, and the shoulders square and even.

Let the arms hang straight, without stiffness, along the side with the back of the hands outward. Curl the fingers so the tips of the thumb are along side and touching the first joint to the forefingers. Thumbs are kept straight and along the seams of the trousers with all fingertips touching the pant legs.

Head and eyes are kept straight to the front and silence is kept except when replying to a question or when directed.

**PARADE, REST:** From the position of attention, move the left foot 10" to the left of the right foot.

Simultaneously, place the hands at the small of the back, centered on the belt. Fingers of both hands are extended and joined with the thumbs interlocked so that the palm of the right hand is outward.

Head and eyes are maintained as in ATTENTION. Remain silent and do not move.

**STAND AT, EASE:** Execute PARADE REST but turn head and eyes toward the person in command.

**AT EASE:** Similar to STAND AT EASE but you may move, adjust glasses, etc. The right foot will be kept in place.

**FALL IN:** Taking your position within the ranks.

**REST AT CLOSE INTERVAL, FALL IN:** Execute the same as FALL IN, but assume a close interval.

**DRESS RIGHT, DRESS:** On the command of execution, each person (except the person on the left flank) assumes and holds the position of normal interval (separated by 40" all around). Simultaneously, each person, except the person on the right flank, turns head and eyes to the right and aligns on the right flank person.

**READY, FRONT:** Given only when personnel are in position of Dress Right. On the command of execution, each person lowers the arm sharply to the side and at the same time, turns the head and eyes directly to the front to resume the position of ATTENTION.

**OPEN RANKS, MARCH:** On the command of execution, the first squad takes three steps forward, the second squad two steps forward, the third squad stands fast, and the fourth squad takes two steps backward.

If additional squads are present, the fifth squad takes 4 steps backward and the sixth squad takes 6 steps backward.

**CLOSE RANKS, MARCH:** On the command of execution, the first squad stands fast, the second squad takes one step forward, the third squad takes two steps, and the fourth squad takes three steps forward.

**COLUMN OF FILES FROM THE LEFT (STAND FAST, FORWARD, MARCH):** Starting from a class formation of equal squads, the command "Right Face" will be given. The entire formation will execute a right face movement. The class guide will then give the command, "Column of files from the left, Forward". The squad leaders will then yell, "Stand Fast" as they look over their left shoulders. The class guide will then give the command, "March." The class guide will then lead in a forward march. As the last person in the squad approaches the next squad leader, that squad leader will give the command, "Forward, March". Each squad leader will follow the same in turn. Each rank will march, in step, at normal intervals.

SALETC drill and ceremony will be flexible to accommodate the performance of this topic with the class size being a vital factor. Drill and ceremony will be adapted from military manuals, but also be flexible, adaptable and improvised as needed to ensure SALETC uniqueness and customs.

**RECRUIT MANUAL**  
**SECTION 1.12 - ACHIEVEMENT AWARDS**

1.12.01

**PURPOSE:** This section is designed to establish the standards necessary for the recognition of recruit achievement while in the Academy.

1.12.02

**AWARDS:** Recruits will be recognized for outstanding achievement in four areas. One outstanding recruit will be identified in each of these areas and will be awarded a plaque. Other recruits may receive a certificate of recognition.

1.12.03

**AWARD CATEGORIES:** The following five categories are recognized for awards:

- A. **Exemplary Recruit Award:** The Exemplary Recruit will be voted on by the class and staff. Areas taken into consideration for this award will be attitude, willingness to assist the class, motivation, overall performance, and a role model that displays the attributes of a model law enforcement officer.
- B. **Academics:** The recruit with the highest cumulative academic average will be awarded a plaque as the class academician. Other recruits may be awarded a certificate for similar academic achievement.
- C. **Firearms Proficiency:** The recruit scoring the highest firearms qualification average will be awarded a plaque as the outstanding recruit in firearms. Additional awards may be given to those recruits who demonstrate similar firearms skills.
- D. **Physical Fitness:** The recruit scoring the greatest number of points on the final physical fitness assessment will be awarded a plaque as the outstanding recruit in physical fitness. Additional awards may be given to those recruits who demonstrate similar proficiencies in this area.

**RECRUIT MANUAL**  
**SECTION 1.13 - FIREARMS TRAINING AND SECURITY**

1.13.01

**PURPOSE:** The purpose of this section is to establish guidelines in the area of firearms.

1.13.02

**CONTROL OF "SAFE" GUNS:** The Academy utilizes weapons in practical exercise scenarios to induce a certain amount of realism. These weapons are modified to be rendered safe but may appear as a real weapon to the uninitiated. "Safe" guns are designated by the use of red or blue colored grips or by being painted entirely red or blue.

Staff and instructors are responsible for assigning these weapons during practical exercises and ensuring their return.

1.13.03

**TRAINING GUNS & SIMUNITIONS:** Weapons that expel a small projectile containing paint are also used in practical exercise scenarios to induce realism into the training exercise. These weapons are capable of inflicting severe injury if mishandled. As such, they are to be handled with the same care as a regular firearm.

1.13.04

**SECURITY OF FIREARMS:** Recruits are responsible for the security of their issued weapons at all times. Weapons shall not be left in plain sight unattended under any circumstances. When unattended, weapons shall be secured by lock and key.

1.13.05

**UNNECESSARY HANDLING OF FIREARMS:** Recruits shall minimize the handling of firearms. Firearms are not to be displayed or handled unnecessarily. This includes the demonstration or display of weapons outside of legitimate training functions. During Academy training periods, firearms will not be loaded unless authorized by firearms instructors or Academy staff.

1.13.06

**BASIC FIREARMS COURSE:**

- A. During this course of training the recruit will receive instruction consisting of classroom and firing range training.
- B. Classroom training will include firearm safety, firearm maintenance, use of deadly force, and an introduction to the shooting courses.
- C. Range training will include dry firing techniques, drawing and reloading techniques, proper grip and stance techniques, familiarization with proper live fire techniques, and familiarization with the Academy qualification course.
- D. Once familiarization and proficiency have been demonstrated, recruits will move into the advanced firearms course.

1.13.07

**ADVANCED FIREARMS COURSE:** The advanced firearms course consists of the agency handgun,



shotgun, and practical firearms qualification courses.

1.13.08

**HANDGUN QUALIFICATION COURSE:** Each recruit will be required to qualify in the Arizona Peace Officers Standards and Training Board 50-round qualification course. This course will be fired with the recruit's issued/authorized firearm. The standard qualification target will be utilized.

Refer to section 1.03.14 for Required Training Standards.

1.13.09

**SHOTGUN QUALIFICATION COURSE:** Each recruit will receive instruction in the Arizona Peace Officer Standards and Training Board eight-round qualification course. This course will be fired with issued shotguns with 18" or 20" barrel. The targets will be standard qualification. This course will be run in 70 seconds or less (penalty times included). There will be five second penalties added for missed targets and minor safety violations. No more than two misses will be allowed.

1.13.10

**PRACTICAL FIREARMS COURSE:** Each recruit will receive training in the practical firearms courses. These courses will involve teaching several techniques. They test individual skill levels, and at the same time familiarize and instruct subconscious skill levels. These courses assist recruits in making the transition from the range to the street and teach them the skills necessary to survive and win a deadly force confrontation. These courses change often. A schedule of the current courses will be added for each class.

**RECRUIT MANUAL**  
**SECTION 1.14 - PHYSICAL WELLNESS**

1.14.01

**PURPOSE:** The purpose of this section is to familiarize the recruit with the physical conditioning program and expectations at the Academy.

1.14.02

**PHYSICAL CONDITIONING PROGRAM:** The Academy program stresses aerobic exercise, upper body strength, mid-body strength, flexibility, diet, and nutrition. The training consists of running, sit-ups, pushups, and weight training routines to develop major muscle groups. The course is designed to educate the recruits in the scope of physical fitness and motivate them to make fitness a lifelong goal. Lectures are based on current fitness data and give a basic foundation for physical fitness. When the recruits leave the Academy they will have the knowledge to keep themselves physically fit for duty.

1.14.03

**POLICE OFFICER PHYSICAL APTITUDE TEST (POPAT):** Throughout the Academy the recruit will be required to participate in a task based physical abilities test known as POPAT. This testing process will be administered per the guidelines of AZ POST. The recruit must complete all five of the activities in the test and achieve a passing score of at least 384 points to graduate. The five activities are:

- A. A timed 500 yard run
- B. A timed 99 yard obstacle course
- C. A 165 pound dummy drag
- D. A 6 foot chain link fence climb
- E. A 6 foot wall climb

1.14.04

**USE OF WEIGHT ROOM AND ACADEMY GROUNDS ON OFF-DUTY TIME:** The weight room is available to use during off-duty time with prior approval from the SALETC commander. A Hold Harmless Agreement must be signed prior to utilizing the weight room after hours. The physical training uniform will be worn at all times and appropriate conduct is expected. If the weight room is being utilized for official training by any other Academy class or personnel, personal use will not be permitted.

Running on Academy grounds is also permitted with prior approval from the SALETC commander. A Hold Harmless Agreement must be signed prior to utilizing the academy grounds for any type of fitness after hours. At no time shall any recruit run in or near any area that is currently being used for training (firing range, driver's track).

Recruits shall not perform their off-duty workouts alone. They will be teamed up with at least one other recruit due to safety reasons.

**RECRUIT MANUAL**  
**SECTION 1.15 – ARREST AND CONTROL TACTICS TRAINING**

1.15.01

**PURPOSE:** The purpose of this section is to outline to the recruit the Force Resistance Training program taught at the Academy.

1.15.02

**FORCE RESISTANCE REQUIREMENTS:** Recruits who fail to demonstrate the ability to execute the skills and techniques necessary to control, restrain, and subdue suspects will not successfully complete this portion of their training. Recruits experiencing difficulties will be advised via a deficiency notice that details the areas needing improvement. Remedial training will be provided to recruits to enhance their performance. Notification will also be made to the recruit's sponsoring agency if the deficiency persists past the remedial training.

1.15.03

**FORCE RESISTANCE PROGRAM:** The force resistance training program consists of three stages:

- A. Classroom lectures
- B. Physical skills and techniques
- C. Practical proficiency demonstrations

1.15.04

**CLASSROOM LECTURES:** The classroom lectures will address many aspects of training and regulations. Lecture will consist of training philosophies and purpose as well as the legal aspects regarding the use of force. The continuum of force and the escalation and de-escalation of force will be discussed.

1.15.05

**PHYSICAL SKILLS AND TECHNIQUES:** State of the art physical skills and techniques will be taught to the recruits. Recruits will learn the skills necessary to effectively control and restrain suspects.

1.15.06

**PRACTICAL PROFICIENCY DEMONSTRATIONS:** The recruits will be required to demonstrate proficiency with the skills and techniques taught. Recruits will demonstrate proficiency during static and dynamic training exercises.

**RECRUIT MANUAL**  
**SECTION 1.16 - INDUSTRIAL INJURIES**

1.16.01

**PURPOSE:** The purpose of this section is to define industrial injuries and the proper method of reporting these injuries.

1.16.02

**INDUSTRIAL INJURY:** An industrial injury is an on duty personal injury arising out of, and in the course of, employment, including any training related impairment (other than routine muscle pain) that creates discomfort or hampers the recruit's ability to perform training related activities.

1.16.03

**REPORTING PROCEDURES:** While participating in training at the Academy, a recruit may be injured. Regardless of the severity of any injury, the recruit shall report the injury to a staff member. Notification of the injury shall be made as soon as practical.

The recruit shall be directed to complete a memorandum outlining the details of the injury and any other necessary industrial injury paperwork. The recruit's Class Officer or designated Class Counselor shall then prepare a SALETC Injured Recruit Report. The report shall be reviewed by the Basic Training Sergeant and forwarded to the Basic Training Commander. Upon review by the Basic Training Commander the Injured Recruit Report will be placed in the appropriate SALETC class file.

If a recruit sustains an industrial injury which is not serious but requires a physician's care, the recruit shall be sent to a treatment facility.

1.16.04

**MEDICAL INFORMATION: All medical information will be kept confidential.** Any medical reports or information shall be forwarded to the sponsoring agency.

ICA packages will be completed and submitted to the recruit's agency immediately upon completion. A copy of the recruit's memorandum and duty restriction checklist will be the only documents filed in the recruit's PPR. No medical documents pertaining to diagnosis or prognosis will be filed here.

**RECRUIT MANUAL**  
**SECTION 1.17 – DORMITORY RULES AND POLICIES**

1.17.01

**PURPOSE:** The purpose of this section is to provide a safe, comfortable, clean and organized living environment to occupants of the dormitory.

1.17.02

**RESIDENTIAL ELIGIBILITY:** Dormitory use is afforded to recruits from agencies that are at least 50 miles outside the Tucson valley or metropolitan area. A “hardship” provision allows agencies to appeal for an exception to this policy if they submit a letter to the Academy explaining how the current policy affects their recruit and why a deviation from the policy is necessary. An Academy Commander will review each request on a case-by-case basis and render a final decision on the matter.

1.17.03

**ASSIGNMENT OF ROOMS:** Residential recruits will be assigned to a specific room upon arrival at Academy. Recruits shall not change their room assignment or live in another room without prior authorization from the class supervisor. Room assignments are subject to change. No recruit will stay in the dormitory on weekends without prior approval from the Academy Commander. All recruit residents will have made arrangements with Academy staff regarding their stay in the dormitory. If a resident recruit does not stay in the dormitory, both Academy staff and the host agency will be advised.

1.17.04

**DAMAGE:** Abuse of or damage to the dormitory or any of its contents will not be tolerated. Damage to the facility resulting from the negligent or intentional actions of a recruit may result in personal liability for the cost of repair or replacement. Any significant damage arising from the misuse of Academy property will be reported to the recruit’s agency for further action. Deliberate vandalism will result in criminal prosecution and immediate dismissal from the Academy. Any damage must be reported to staff immediately. Failure to do so may result in disciplinary action. Recruits are responsible for inventorying their assigned room upon receipt and insuring that any damage is documented at the time of assignment. Recruits will not hang or display items on the walls of the dormitory or place nails, tacks, tape, etc. on the walls. Wet items shall not be placed on any wood surface.

1.17.05

**FACILITIES MAINTENANCE REQUESTS:** Recruits are required to immediately notify staff of any damage or malfunction of equipment or appliances. This includes lights, plumbing and other structural items. Phone numbers of staff and the Facility Manager will be provided at each telephone. Recruits shall complete a maintenance memo if any issues arise.

1.17.06

**DORMITORY HOURS:** The dormitory will close each evening at 10:30 PM and will not resume operations until 5:30 AM the following morning. Resident recruits are responsible for securing and opening the main gate of the Academy and all doors into the dormitory at these times. Occupants reporting to the facility between these hours will not be granted access into the dormitory. Occupants of the dormitory will ensure that lights are turned off and that all activity is suspended between these hours.

1.17.07

**DISTURBANCES AND NOISE:** Any excessive noise or unusual disturbance within the dormitory is prohibited. Any unnecessary noise after 10:00 PM is prohibited.

1.17.08

**PETS:** Pets are expressly prohibited.

1.17.09

**FOOD AND DRINK:** All food products shall be stored in the kitchen area only and will be clearly marked with the recruit's name and the date the product was placed into storage. The preparation and consumption of food will only be allowed in the kitchen or dining room area. No alcoholic beverages of any type will be allowed in the dormitory or on the Academy grounds. Water may be stored and consumed in dormitory rooms.

1.17.10

**DAY ROOM AND COMMON AREAS:** Recruits residing in the dormitory are responsible for the cleanliness and appearance of the dayrooms and common areas. All areas will be clean from dirt, dust, or waste materials.

1.17.11

**ROOM CONDITION AND APPEARANCE:** Recruits are responsible for the cleanliness and appearance of their rooms, including the closets, bathrooms and furnishings. All clothing and personal belongings shall be stored in a neat and orderly fashion in appropriate storage areas. Luggage, clothing or personal articles will be stored in drawers or closets. Boots and footwear will be neatly stored in the wardrobe closets. Recruits shall discard toiletries in appropriate trash receptacles. Beds shall be made daily and in accordance with Academy standards.

1.17.12

**INSPECTIONS:** The dormitory remains the property of the City of Tucson Public Safety Academy and is subject to unannounced inspections by staff at any time. Recruits are advised that their right to privacy is limited while residing in the dormitory and that all areas of the dormitory including personal belongings, storage areas, closets, etc. are subject to inspection. Staff members will inspect the dormitory on a regular basis for neatness, cleanliness and adherence to rules and standards. Recruits will be required to sign a release form acknowledging the authority of staff to inspect assigned rooms and all other areas of the dormitory.

1.17.13

**SECURITY:** Recruits are solely responsible for the security of their valuables and assigned weapons. Recruits should keep a minimum of valuables in their room. Security lockers are provided in the wardrobe closet of each room and shall be utilized for valuables and weapons. Lockers and rooms will be secured when not being utilized or occupied.

Due to the academy's close proximity to multiple prison facilities, the academy has developed a Prison Response Plan to be implemented in the event of a prisoner escape. If a prisoner escape were to occur

while recruits are residing on campus the following actions should be taken.

- A. A designated recruit (determined by SALETC staff upon the start of the academy) shall notify all other recruits residing in the dorm of the prison escape. The designee will ensure all facility doors are locked and secured and then shall shelter in place. If SALETC staff was not the source of the notification, the designee shall notify a staff member immediately.
- B. Upon receiving notification, an armed SALETC staff member shall respond to the dorm facility at the academy to ensure the physical safety of the resident recruits. The staff member shall also ensure the academy front gate is locked and secured. The staff member shall remain on scene with the resident recruits unless relieved by another SALETC staff member, the Academy Commander, or the prison escape situation has been resolved.

1.17.14

**CONDUCT:** Inappropriate, unprofessional conduct or sexual encounters between trainees, recruits and staff, or guest residents at the Academy are expressly prohibited and are cause for dismissal from the Academy. Doors to living quarters will be kept completely open whenever a recruit who is not assigned to the room is present.

1.17.15

**VISITATIONS:** Outside requests for recruit visitation must be submitted through the chain of command and approved by the Academy Commander.

1.17.16

**TELEPHONE USE:** Telephones located in common areas may be used for collect long distance or calling card phone calls. No expense is to be charged to the Academy for these calls. All calls will be short in duration and courtesy to others will be extended.

Internet access is available in each dorm room and the day rooms for use by dorm occupants who bring their own computer. Cables and instructions for connecting to the Internet are available from the staff. Unprofessional or inappropriate Internet activity shall not be tolerated and may result in dismissal.

1.17.17

**ROOM RECEIPT AND RULES ACKNOWLEDGMENT FORM:** All recruits are required to sign a receipt of their assigned room and keys and a form acknowledging that the dormitory rules have been reviewed and accepted.

1.17.18

**FIREARMS AND AMMUNITION:** All firearms shall be cleared prior to entry into the dormitory. Firearms will be secured in wardrobe lockers when not being used in authorized training exercises. All firearm safety precautions will be adhered to during these times. No live ammunition shall be allowed in the dormitory at any time. No privately owned weapons (non-issued weapon) or ammunition shall be allowed into the dormitory.

1.17.19

**IDENTIFICATION:** Recruits in civilian attire shall wear their identification card while on Academy grounds. Recruits wearing the issued physical training uniform while exercising are not required to wear this item.

1.17.20

**LAUNDRY-ROOM:** Washers and dryers are available to recruits residing in the dormitory. Laundry products are the responsibility of the recruits. The laundry-room will be kept clean and neat at all times. Lint traps and machine surfaces will be cleaned after each use. Clothes will be promptly removed from the machines when completed. Courtesy to other recruits will be afforded. Recruits will attempt to combine small loads of dirty laundry to cut down use and time but shall avoid overloading the machines.

1.17.21

**LINEN PROCEDURES:** The recruit is responsible for providing and cleaning their own linen on a weekly basis throughout their stay in the dormitory. Staff is responsible for checking the cleanliness and condition of linen.

1.17.22

**TOBACCO USE:** The dormitory will be a non-smoking, tobacco free environment. Tobacco use (smoking and smokeless) shall not be allowed in the dormitory. Tobacco use is permitted outside the dormitory in designated areas. Smoking by-products shall be properly discarded.

1.17.23

**VIOLATIONS:** Violation of dormitory rules will result in discipline or the suspension of a recruit's access to facilities. Recruits may also be held financially responsible for the cost of repairing or replacing any item damaged as a result of intentional vandalism, mistreatment or carelessness.

1.17.24

**KEYS:** Recruits are responsible for keys assigned to them and are liable for costs incurred in replacing keys, lock replacement and/or locksmith charges.

1.17.25

**PARKING:** Residential recruits will park in the lot immediately north of the dormitory. All other Academy parking restrictions will apply to these vehicles.

1.17.26

**MEALS:** Residential recruits will be responsible for purchasing, preparing and storing their food. The Academy will provide storage space in the kitchens for residential recruits to store their food. Recruits may elect to use the kitchens in the dormitory to cook their own meals at their own expense. The kitchen shall be maintained in accordance with Academy standards.

1.17.27

**PERSONAL ITEMS:** Recruits may store the following personal items in their room: A small portable radio, disc player or like item; alarm clock; pillow; family photographs; uniforms and necessary clothing; approved computer equipment; and lavatory sundries.

1.17.28

**OFFENSIVE MATERIALS:** Recruits will not post, display, or possess materials that are offensive or discriminatory in nature.



1.17.29

**ALCOHOL CONSUMPTION:** The possession and/or consumption of alcohol is not permitted on the grounds of the training facility.

1.17.30

**ATTIRE:** Occupants of the dormitory are required to dress appropriately. Sleepwear will not be worn in the common areas. Recruits may wear civilian clothing that is clean, neat, and would not be considered offensive given the training environment.

1.17.31

**USE OF THE FACILITY:** Recruits may use the weight-room, force resistance training mat-room, and the interior perimeter track after normal working hours. Recruits shall wear their appropriate uniform during this time. For safety reasons, recruits using the facility after hours are required to have present with them at least one other recruit. Use of the facility after hours will not be allowed if it interferes with other training being conducted. Use of the facilities past 10:30 PM is not permitted.

# **ADDENDA**



**REQUIRED**

**RECRUIT**

**FORMS**



**SOUTHERN ARIZONA LAW ENFORCEMENT TRAINING CENTER  
EMERGENCY NOTIFICATION FORM**

**RECRUIT:**

Last Name	First Name	Middle Name
<hr/>		
Address		Phone
City		State/Zip Code

**IN CASE OF EMERGENCY:**

Name	First Name	Relationship
<hr/>		
Address		
City		State/Zip Code
Phone		

**AUTHORIZATION:**

I do hereby release the Arizona Peace Officer Standards and Training Board, its staff, and any institution and its staff authorized by the Arizona Peace Officer Standards and Training Board to conduct a Training Program for Police Officers within the State of Arizona, from any liability for injuries which may occur during the course of training.

Trainee Signature and Date

Witness Signature and Date

**SOUTHERN ARIZONA LAW ENFORCEMENT TRAINING CENTER**

**RECRUIT AGREEMENT**

I \_\_\_\_\_ have read and understand the rules, requirements, and standards set forth in the "Recruit Basic Training Manual."

I agree to conform and abide by these guidelines during my assignment to the Southern Arizona Law Enforcement Training Center.

I further understand that I am subject to dismissal from the Training Center for not adhering to the rules, requirements, and standards without appeal.

Recruit Signature    Payroll/Badge #

Staff Officer Signature    Payroll/Badge #

Date

**THE ARIZONA PEACE OFFICER STANDARDS AND TRAINING BOARD**

**CODE OF ETHICS**

The people of the State of Arizona have conferred upon all peace officers the authority and responsibility to safeguard lives and property within constitutional parameters. Because of this special trust and confidence, officers are expected to personally make the following commitment:

**"I WILL EXERCISE SELF-RESTRAINT AND BE CONSTANTLY MINDFUL OF THE WELFARE OF OTHERS. I WILL BE EXEMPLARY IN OBEYING THE LAWS OF THE LAND AND LOYAL TO THE STATE OF ARIZONA, MY AGENCY AND ITS OBJECTIVES AND REGULATIONS. WHATEVER I SEE OR HEAR OF A CONFIDENTIAL NATURE OR THAT IS CONFIDED TO ME IN MY OFFICIAL CAPACITY WILL BE KEPT SECURE UNLESS REVELATION IS NECESSARY IN THE PERFORMANCE OF MY DUTY.**

**I WILL NEVER TAKE SELFISH ADVANTAGE OF MY POSITION AND WILL NOT ALLOW MY PERSONAL FEELINGS, ANIMOSITIES OR FRIENDSHIPS TO INFLUENCE MY ACTIONS OR DECISIONS. I WILL EXERCISE THE AUTHORITY OF MY OFFICE TO THE BEST OF MY ABILITY, WITH COURTESY AND VIGILANCE, WITHOUT FAVOR, MALICE OR ILL WILL, AND WITHOUT COMPROMISE. I AM A SERVANT OF THE PEOPLE AND I RECOGNIZE MY POSITION AS A SYMBOL OF THE PUBLIC FAITH. I ACCEPT IT AS A PUBLIC TRUST TO BE HELD SO LONG AS I AM TRUE TO THE LAW AND SERVE THE PEOPLE OF ARIZONA."**

RECRUIT'S NAME (PRINTED)

TRAINEE'S SIGNATURE

CLASS

AGENCY

DATE

WITNESS'S SIGNATURE

## **SEXUAL HARASSMENT IS AGAINST THE LAW**

**The Southern Arizona Law Enforcement Training Center (SALETC) is committed to the rigorous enforcement of Federal and State Laws against sexual harassment in the work place. It is the right of every recruit officer and staff member to work and learn in an environment free of this harassment**

**SALETC's policy regarding sexual harassment may be located in the recruit manual under section 1.02.25. The policy refers to City of Tucson Administrative Directive 2.05-8, which can be located as an addendum to the recruit manual.**

**Recruit officers are required to review both policies and sign below acknowledging receipt and review of them.**

**Violations of this policy or failure to cooperate in an investigation alleging sexual harassment may be cause for termination from the Academy.**

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### **RECRUIT OFFICER ACKNOWLEDGMENT**

**I acknowledge that I have received and have read SALETC Policy 1.02.25 and City of Tucson Administrative Directive 2.05-8, both prohibiting sexual harassment. I understand that violations of policy pertaining to this subject may result in my termination from the basic training program.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name & I.D. Number

\_\_\_\_\_  
Signature



# DORMITORY RULES ACKNOWLEDGMENT

The undersigned has reviewed the rules regarding residency at the Southern Arizona Law Enforcement Training Center dormitory. The undersigned acknowledges all rules concerning the dormitory and will adhere to them. The undersigned further acknowledges and gives consent to SALETC Staff to enter their assigned room for inspection of the premises and its contents.

Recruit

Guest Resident

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

VEHICLE INFORMATION:

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_

COLOR: \_\_\_\_\_ MARKED/UNMARKED: \_\_\_\_\_



ROOM #: \_\_\_\_\_ KEY#: \_\_\_\_\_ GUN SAFE KEY#: \_\_\_\_\_

ASSIGNED BY: \_\_\_\_\_

COMMENTS: